



KING COUNTY
LEAVES ADMINISTRATION AUDITOR
(PROJECT/PROGRAM MANAGER II)
DEPARTMENT OF EXECUTIVE SERVICES
FINANCE AND BUSINESS OPERATIONS DIVISION
BENEFIT AND RETIREMENT OPERATIONS SECTION
Hourly Rate Range: \$25.81 – \$32.72
Job Announcement: 05TS5004TLT
OPEN: 3/16/05 CLOSE: 4/6/05

WHO MAY APPLY: This fully benefited Term-Limited Temporary position is open to members of the Teamsters, Local 117 Professional and Technical Employees bargaining unit and the general public. This position is scheduled to end on December 31, 2005. First consideration will be given to the bargaining unit members.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attention: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7th Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at HR.FBOD@metrokc.gov. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at:
<http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: Exchange Building, 3rd Floor, 821 Second Ave Seattle, WA 98104.

WORK SCHEDULE: This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally Monday through Friday, 8:00 a.m. – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs.

PRIMARY JOB DUTIES INCLUDE: This position is a member of the Leaves Administration Team in the Benefits and Retirement Operations Section within the Finance and Business Operations Division of the Department of Executive Services at King County.

- Conduct research, respond to inquiries, compile materials and information and perform gap and functional analysis on King County's proposed and current leave administration processes with central and line department staff, including leave codes, reporting process of COBRA and military reportable requirements, and chargeback and collections policy information.
- Work with Leaves Administration Team to integrate study results from end users for documentation and supporting the construction of process flow diagrams, desk procedures, develop and implement reports and tracking procedures to audit and monitor employees on any kind of leave, with or without benefits.
- Provide technical assistance, coordination and maintain detailed information and database records for the leaves administration business process analysis and participant groups. May

facilitate information gathering sessions and problem-solving discussions and make recommendation on actions to resolve issues.

- Resolve inconsistencies in proposed and current leaves administration business processes, sub-processes, and reporting process of COBRA and military reporting requirements and earning code analysis; supports the evaluation of the effectiveness of the proposed and current County leaves administration business processes; consults with users and coordinates process improvements.
- Coordinate with Leaves Administration Team to ensure the accuracy and the efficiency of the County's leaves administration reporting requirement processes for implementation.
- Development of scripts for unit, system and user acceptance testing; drafts reports to document the test results and setup changes with the PeopleSoft and MSA analysts.

QUALIFICATIONS:

- A bachelor's degree in business, accounting or in a related field; or major course study emphasizing quantitative and policy analysis; and minimum 3 years of experience in the areas listed above; or equivalent education and/or experience that provides the knowledge to meet the job requirements.
- Working knowledge in documenting business processes and constructing process flows.
- Skill at assessing complex activities to identify potential financial, operational, and compliance risks, which warrant audit attention through strong research, presentation and customer service skills.
- Identify internal control practices and appropriately assess the exposures resulting from ineffective or missing control practices.
- Conduct quality assurance review to ensure that work performed by others meets established standards for documentation, thoroughness, accuracy, etc.
- Demonstrated ability to conduct a thorough internal audit and analysis, execute appropriate internal audit procedures, obtain appropriate evidence, and draw sound and defensible conclusions, seeking counsel from other parties when appropriate.
- Working knowledge in evaluating overall audit results, weighing the relevancy, accuracy, and perspective of conclusions against the accumulated audit data both for individual audit tests as well as for the project as a whole.
- Excellent in communicating audit results, both verbally and in writing, so they are persuasive, placed in the appropriate context, and understood by the recipient.
- Ability to meet deadlines with flexibility; and exhibit an ability to change priorities quickly, while handling multiple assignments simultaneously.
- Incorporate critical thinking and analytical skills while interpreting and applying laws and regulations
- Skill in gathering, manipulating and using data with MS products.
- Proficient PC skills.
- Strong writing skills.

DESIRABLE QUALIFICATIONS:

- Leaves administration experience.

SELECTION PROCESS: The applicants who meet the minimum qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training will be called for interviews and testing.

UNION MEMBERSHIP: This position is represented by Teamsters, Local 117, Professional and Technical.

CLASS CODE: 243214